



DEPARTMENT OF THE ARMY
HEADQUARTERS, LEADER'S TRAINING COURSE
UNITED STATES ARMY CADET COMMAND
BUILDING 1468, 328 THIRD AVENUE
FORT KNOX, KY 40121-5117

REPLY TO
ATTENTION OF:

ATOE-RO-S

8 January 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for 2007 LTC New Leader Visit During Leader's Training Course (LTC)

1. Task. Eastern Region conducts the 2007 LTC New Leader Visit on 7 July 07.
2. Purpose. The intended purpose is to familiarize new Professors of Military Science (PMSs) with Eastern Region at Fort Knox, showing them what LTC is about while enhancing their recruiting and retention abilities for the next LTC campaign. Participants will receive a briefing by the LTC staff at the training sites visited and will gain a good understanding of what Cadets experience while at LTC. The target population of this orientation is newly assigned (Jun 06-present) PMSs. Those who have served for one year but have not been to LTC are also eligible.
3. Concept. PMS will travel to LTC training sites and view the curriculum in action. See enclosed activity schedule.
4. Responsibilities. HQ Eastern Region S2/Recruiting, Operations, Marketing & PAO Division develops the MOI. S3 develops the training agenda. The LTC Visitors Bureau coordinates and executes the visit. Battalions of participating PMSs respond to the suspenses, submit TDY orders, file travel expense claims and confirm hotel room. Brigades approve attendance. HQ RM provides fund cite.
5. Suspenses. 8 May 07, submit TDY orders; 20 Jun 07, fax flight/travel itinerary and confirm hotel room. Direct coordination from battalions to Eastern Region Marketing is authorized.
6. Travel Arrangements. Authorized travel days are 6 and 8 July 2007 (for per diem purposes). Rental cars are not authorized. Government transportation will be provided from and to the airport and between the hotel and Fort Knox. PMSs traveling by POV must leave their cars at the hotel and travel by bus to Fort Knox. Eastern Region RM will fund travel expenses and will establish a fund cite. Authorizations must be submitted using the Defense Travel System (DTS). A block of rooms has been reserved at the Holiday Inn Southwest, 502-448-2020. Confirm a hotel room reservation by calling the hotel and submitting a credit card number by 20 Jun 07. FAX an accurate flight/travel

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itinerary or Reservation Form (encl 2) to 502-624-4096, ATTN: Mr. Mark Boylan, NLT 20 Jun 07.

7. Lodging. PMSs will be lodged at the Holiday Inn Southwest located at 4110 Dixie Highway (I-264 at US 31 West) Louisville, KY (www.louisvilleholidayinn.com) 502-448-2020. Lodging will be paid by using a credit card at the area's per diem rate. Be sure upon making reservations to request the government rate.

8. Attire. BDU/ACU.

9. Meals. Morning meal is available at the hotel, at your own expense; MRE for lunch; dinner in the DFAC. Be prepared to purchase your evening meal with cash only. DFAC cannot accept debit/credit cards.

10. Reimbursement of Expenses. Complete Travel Voucher within five working days after returning to duty station (use DTS for per diem, travel and lodging reimbursement).

11. Point of Contact. The primary POC for the 2007 LTC New Leader Visit is Mr. Mark Boylan, 502-624-6851 and Mr. Jim LaFlair, 502-624-1616, ER Marketing Office.

3 Encls

1. Activity Schedule
2. Reservation Form
3. Airport Map & Reception


ROBERT J. FRUSHA
COL, IN
Commanding

DISTRIBUTION:

All Eastern Region Brigade Commanders
Commander, Western Region, ATTN: MOP

Enclosure 1: Tentative Schedule; 2007 LTC New Leader Visit During Leader's Training Course (LTC)

Saturday, 7 July 2007

<u>Time</u>	<u>Activity</u>	<u>Responsible</u>
0600-0800	PT/Breakfast on own	PMS
0800-0900	Depart Louisville hotel/en route to Ft. Knox, Bldg 1468, by Bus	VB
0900-1000	LTC Command Brief/Bold Leader Brief	S3/BL/COS
1000-1015	Movement to Forest Hills Climbing Complex (Co 3, Day 2 of BL)	VB
1015-1045	"Where Eagles Dare"	BL
1045-1100	Movement to Tobacco Leaf Lake	VB
1100-1130	"Call of the Wild"	BL
1130-1200	Movement to Bold Warrior Start	VB
1200-1215	Bold Warrior Concept/Sand Table Briefing at Bold Warrior	BL
1215-1230	Movement to Vertical Descent	BL
1230-1300	Lunch/MRE with Cadets, Company TBD	BL
1300-1330	Observe Vertical Descent	BL
1330-1400	Movement to cantonment area	VB
1400-1530	Driving tour – CWST, rappel tower, stream crossing, drive route of road march	VB
1530-1600	Break / freshen up (bldg 1468 area)	VB
1600-1615	Movement to dinner with Company TBD, DFAC	VB
1630-1700	Dinner with Company TBD, DFAC	CMDT of CDT
1700-1715	Travel to ER 2nd Floor Conf Room, Bldg 1468	VB
1715-1815	OML/Accessions Training for all PMS	S3
1815-1900	Travel to Holiday Inn, Louisville	VB

Sunday, 8 July 2007

<u>Time</u>	<u>Activity</u>	<u>Responsible</u>
NLT 0730	Check out and pack if flying at or after 1300	Own
Indiv Note:	If your flight is prior to 1300 do not go to Graduation, take the Hotel Shuttle to the Airport	
0745-0845	Travel from Hotel to Brooks Field	VB
0900-1000	LTC Graduation, Brooks Field	VB
1000-1100	Depart Brooks Field and travel to Louisville Airport	VB
1130	Return to Holiday Inn to drop-off remaining passengers/Release Bus	VB

Army ROTC LTC New Leader Visit 2007 @ Fort Knox, KY
(To Be Completed By PMS and Submitted to Eastern Region S2 POC)

1. Personal Information: My name _____
(Title) (First) (MI) (Last)

My university or college _____

My Position/Department/Office _____

I can be reached at (email and/or phone) _____

My address/email/fax number after June 1 _____

The phone number that I may be reached at on my day of travel to Fort Knox : _____

2. Travel:

My travel plan is to travel by (circle one) PLANE / TRAIN / MY CAR from _____ (origin) starting on (date) _____. I will arrive at (circle one) Louisville Airport / Holiday Inn Southwest at (time) _____ AM/PM aboard (airline and flight #) _____.

I plan to depart the Louisville area on (date and time) _____

upon completion of the LTC New Leader Visit.

(Signature)

Enclosure 3: Louisville, KY, Airport Map and Reception; 2007 LTC New Leader Visit During Leader's Training Course (LTC)

